

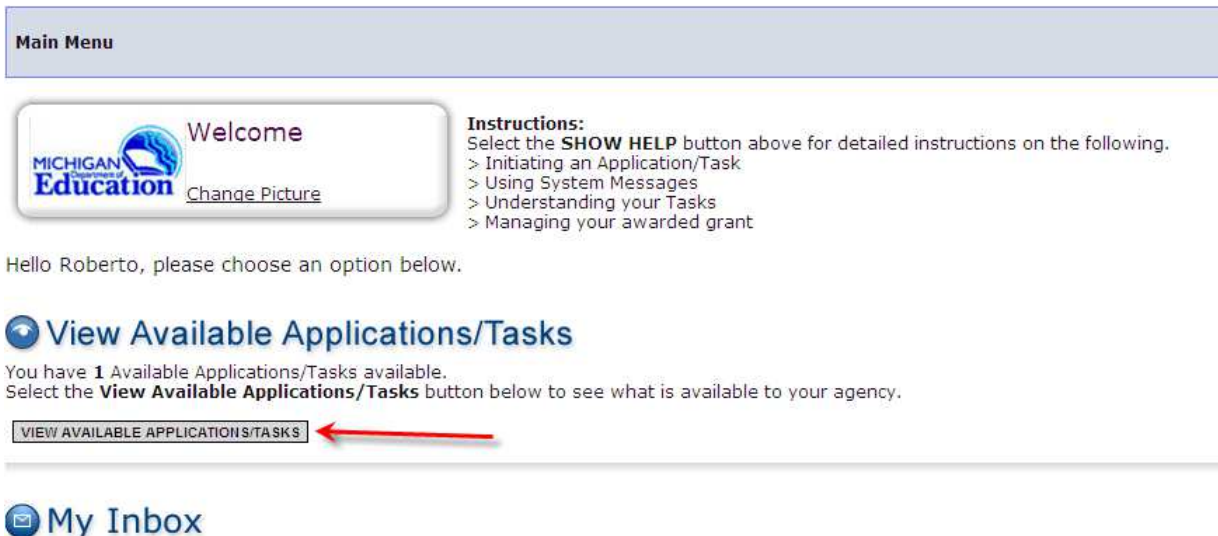
Quick Guide to Complete a MEGS+ 2012 CNP: Summer Camp Special Milk Program Application

- 1) Access MEGS+ at: <https://mdoe.state.mi.us/megsplus/>



The screenshot shows the MEGS+ login interface. At the top, there are logos for Michigan Department of Education and Michigan.gov. Below the logos, there are navigation links: "IntelliGrants Home" and "Grant Portal Home". On the right, there are links for "MEGS+ Home", "Contact MDE", and "MDE Home". The main content area has a "Login" section with fields for "Username" and "Password", and a "LOGIN" button. Below the login section, there is a welcome message: "Welcome to the Michigan Electronic Grants System, MEGS+." and a brief description of the system's purpose.

- 2) A Level 3 Authorized Official must initiate the application by clicking the View Available Application/Tasks.



The screenshot shows the MEGS+ main menu. At the top, there is a "Main Menu" header. Below it, there is a "Welcome" section with a "Change Picture" link. To the right, there are "Instructions" for using the system. Below the instructions, there is a message: "Hello Roberto, please choose an option below." and a list of options: "View Available Applications/Tasks", "My Inbox", and "Initiate". A red arrow points to the "VIEW AVAILABLE APPLICATIONS/TASKS" button.

- 3) Click Initiate.

Available Applications/Tasks

To initiate an item listed below, select the **Initiate** button below each description.

CNP: Summer Camp Special Milk Program

Description:

INITIATE

4) Click I agree

Application Agreement

Please make a selection below to continue.

Do you agree?

5) Click View/Edit.

Main Menu > Application Menu

DETROIT AREA COUNCIL - 82SC07500

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Camps Special Milk Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

 **View / Edit**

Select the **View/Edit** button below to view, edit, and complete the application/task.

Note: Information from the previous SCSM application may have rolled over. Be sure to review and update **all information** in your application before you save and submit.





6) Click on the Sponsor Information link.

Application: FY 2012 - CNP: Summer Camps Special Milk Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator



 [Details](#)

Please complete all required forms below.

Forms

Status	Page Name	Notes	Created By	Last Modified By
Application Agreement Materials				
	General Instructions			
	Summer Camp Special Milk Agreement			
Sponsor / Site Information				
	Sponsor Information			
	Site Listing			

Note: General instructions for completing the application are available in the Application Agreement Materials. Help pages with additional information can be accessed by clicking on "Show Help" located in the upper right hand corner of every page.

Status	Page Name	Notes	Created By	Last Modified By
	Application Agreement Materials			
	General Instructions			
	Summer Camp Special Milk Agreement			

[Home](#) | [Quick Search](#) Welcome, | [Logout](#)

[SAVE](#) [PRINT VERSION](#) [ADD NOTE](#) [GLOBAL ERRORS](#) [SHOW HELP](#)

[Main Menu](#) > [Application Menu](#) > [View/Edit](#) > [Sponsor Information](#)

- 7) Review and update each question on the Sponsor Information page.
- 8) At the bottom of each page, certify that all of the above data is complete and correct. Click on the Save button located on the floating menu bar always at the top of the page.

13. ☒ I certify that the above data is complete and correct. *

[SAVE](#) [PRINT VERSION](#) [ADD NOTE](#) [GLOBAL ERRORS](#) [SHOW HELP](#)

- 9) Once the sponsor information is completed and saved, click on the View/Edit Menu link located at the top of the Sponsor page.

[Home](#) | [Quick Search](#) Welcome, | [Logout](#)

[SAVE](#) [PRINT VERSION](#) [ADD NOTE](#) [GLOBAL ERRORS](#) [SHOW HELP](#)

[Main Menu](#) > [Application Menu](#) > [View/Edit](#) > [Sponsor Information](#)


- 10) To update information for each site or to add a site, click on Site Listing.

Sponsor / Site Information

 [Sponsor Information](#)

 [Site Listing](#)

-
- ADD SITE**

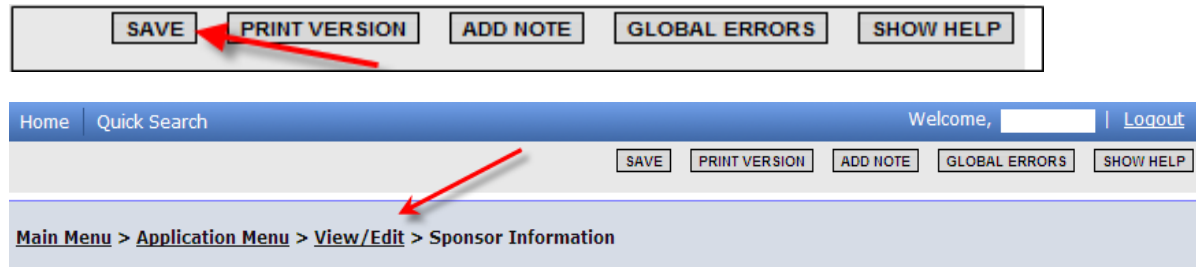
<u>Agency Name</u>	<u>Agreement Number</u>	Active	Delete Site	Effective Month	Last Update
82SCS0007	82SCS0007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JUN	5/9/2012 2:35:00 PM
Test June Site	82SCS0006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JUN	5/9/2012 1:34:27 PM
Lost Lake Scout Reservation 	82SCP0002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	4/30/2012 1:56:25 PM
Girl Scouts	82SCS0005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	4/30/2012 1:39:01 PM

- SITE PAGE** ←

1.	Site Agreement Number:	82SCP0002
* 2.	Site Name:	Lost Lake Scout Reservation
* 3.	a. Address Line 1	4930 Lake Station Ave
	b. Address Line 2	
	c. City	Lake
	d. State	Mi

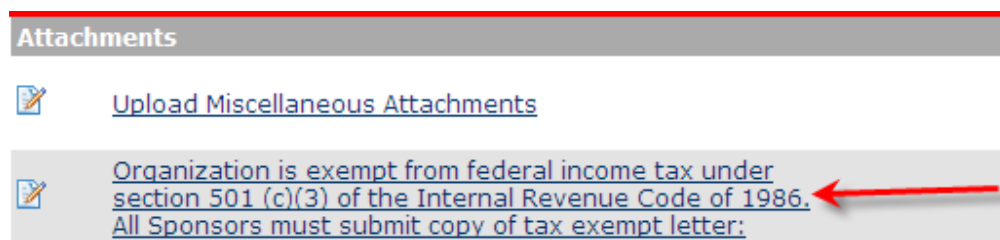
- [illegible]

- 14) Once all the site information has been completed and saved, click on the View/Edit Menu link located on the top of the Site Information page.



The screenshot shows a top navigation bar with buttons: SAVE, PRINT VERSION, ADD NOTE, GLOBAL ERRORS, and SHOW HELP. A red arrow points to the 'SAVE' button. Below this is a header bar with 'Home | Quick Search' on the left, 'Welcome, [username] | Logout' on the right, and a secondary set of buttons: SAVE, PRINT VERSION, ADD NOTE, GLOBAL ERRORS, and SHOW HELP. A red arrow points to the 'PRINT VERSION' button. Below the header is a breadcrumb trail: [Main Menu](#) > [Application Menu](#) > [View/Edit](#) > Sponsor Information.

- 15) The attachment section contains information and directions for uploading or mailing the Internal Revenue Service 501(c)(3) letter indicating non-profit status.



The screenshot shows a section titled 'Attachments'. It contains two links, each preceded by a document icon: [Upload Miscellaneous Attachments](#) and [Organization is exempt from federal income tax under section 501 \(c\)\(3\) of the Internal Revenue Code of 1986. All Sponsors must submit copy of tax exempt letter:](#). A red arrow points to the second link.


- This document may be uploaded or mailed. Note: This document is a federal IRS letter. A tax-exempt letter from the State of Michigan is *not* acceptable.
- A copy of the IRS letter must be submitted by a new Sponsor.
- A copy of the IRS letter must be submitted if the Sponsor did not participate in the SCSM program the previous year.

Note: If the letter is mailed make sure the "Item Mailed In" box is checked.

Please upload your attachment here.





The screenshot shows a file input field, a 'Browse...' button, and a 'DELETE' checkbox. Below these is the file name [57652-SNP-1FOODSERVICEMGMTCO.pdf](#) and the text '- OR -'.

Item Mailed In: ☐ 

16) Sponsor Agreement and General Instructions for Applications:

Application Agreement Materials

-  [General Instructions](#)
-  [Summer Camp Special Milk Agreement](#)

- Read the General Instructions for Applications.
- Read the Agreement carefully and completely because it provides program requirements and responsibilities.
- All sponsors retain a copy for file.

17) To submit your application, click on Change Status in the Quick Links menu bar at the top of the page.

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Camps Special Milk Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

 [Details](#)

18) Click on Submitted.

Main Menu > Application Menu > Change The Status

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

Select a button below to execute the appropriate status push.

Possible Statuses

 [Submitted](#)

 [Top of the Page](#)

19) If your application has errors, you must fix them in order to submit the application. Use the View/Edit menu to identify, access, and fix errors.

20) Once all of your errors have been corrected repeat steps 17 and 18.

- 21) Follow the prompts to completion. You may utilize 'Management Tools' from the Application Menu or the Quick Links menu bar to track the status history of your application as well as various administrative tasks.

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Camps Special Milk Program | **Status:** Review in Progress | **Security Level:** CNAP: Level 3 Application Administrator

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Management Tools



[CREATE FULL PRINT VERSION](#)

Select the link above to create a printable version of the document.



[ADD/EDIT PEOPLE](#)

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.



[STATUS HISTORY](#)

Select the link above to view the status history of this document.



[CHECK FOR ERRORS](#)

Select the link above to check the entire document for errors.

Other Forms and Information

Other Information



[Summer Camp Special Milk Worksheet](#)



[School District Codes](#)



[State of Michigan payment system - registering with MAIN](#)

Summer Camp Special Milk Worksheet:

- Use the worksheet to Document the number of half-pints of milk served daily to eligible children
- Milk *must* be converted to half-pint servings when claimed.

Note: ½ pint = 8 fluid oz.

Example: 1 gallon of milk = 128 oz. / 8 oz. = 16 one half (1/2) pints

Information:

- School District Codes
- State of Michigan payment system - registering with MAIN. Any individual or organization receiving payments from the State of Michigan must register with MAIN (Michigan Administrative Information Network): www.cpexpress.state.mi.us.